

**DASAS
INTERNAL/EXTERNAL
POSITION POSTING**

COVER SHEET

**NAME OF POSITION: Sexual Assault Advocate
(Part Time 20 Hours – Primarily Van Buren County)**

Date of Posting: October 15, 2012

Date Posting Ends: October 26, 2012

If interested in applying, please review job description and submit cover letter, stating how you meet no less than minimum requirements. Applicant's must have a Bachelor Degree or higher for this position. Deliver these in person **ASAP** to the DASAS Administration Office (Kim Kramer) or by e-mail to kimk@dasasmi.org before the posting deadline. Current Qualified DASAS employees working 16 hours or less are welcome to apply as an additional position.

Applications received after the posting ends will not be considered.

DOMESTIC AND SEXUAL ABUSE SERVICES

JOB DESCRIPTION AND PERFORMANCE EVALUATION

JOB TITLE: Sexual Assault Advocate

REPORTS TO: Director of Volunteer/ERS/Advocacy Services

FLSA STATUS: Non-Exempt

Employee Name:

All duties or responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA). Job descriptions meet DASAS Performance Standards and the MDVSAPTB Grant Requirements.

Education: Bachelor's Degree in human services field preferred.

Minimum qualifications/Experience: Two or more years in human services; crisis counseling preferred. Must be self-initiating person who can work independently with minimum supervision. Experience working with domestic violence and sexual assault survivors preferred; interest and concern for survivors of domestic violence and sexual assault. Excellent organizational skills; ability to set priorities and to meet deadlines. Excellent interpersonal and listening skills. Able to work with individuals from diverse backgrounds. Demonstrated communication skills, including excellent writing skills. Reliable transportation.

Universal Essential Functions		Meets	Exceeds	If does not meet or exceed, an Action Plan is Required
1A	Be familiar with and adhere to the DASAS policies and performance standards.			Y N
2A	Pass annual criminal background checks and DHS central registry checks.			Y N
3A	Maintain an open, friendly, professional relationship with all staff and clients, to include respect for culture, diversity and ethnicity.			Y N
4A	Maintain confidentiality at all times.			Y N
5A	Attend training, planning and regular meetings as needed/required.			Y N
6A	Foster communication among staff to promote strong, supportive teams and resolve conflict in an appropriate problem solving manner.			Y N
7A	Maintain accurate documentation and complete written reports as required by position.			Y N
8A	Ability and willingness to comply with DASAS Ethical Standards in their entirety.			Y N
9A	Knowledge of computer software programs (Microsoft Word, Excel, and Outlook) and Internet is required. Familiarity with Microsoft Access, PowerPoint, and desktop publishing applications also preferred.			Y N
10A	Attend the MCADSV New Service Providers training as soon as possible after being hired.			Y N
11A	Participate in no less than one and no more than two internal agency committees.			Y N

	General Essential Functions	Meets	Exceeds	Action Plan Required
1B	Collaborating with other DASAS/DVC and community agency staff to ensure seamless service delivery.			Y N
3B	Advocating for the needs of sexual assault survivors through participation on the DV/SA Task Force and other interagency collaborative groups.			Y N
4B	Leading systems change efforts on behalf of sexual assault survivors in the three counties. Advocating for the need of sexual assault survivors through identifying areas of concern and needed change for the sexual assault task force and other work groups.			Y N
5B	Keeping all necessary records, reports, and statistics, and collecting outcome measurement surveys in a respectful, anonymous .			Y N
6B	Attend a minimum of 24 hours of additional trainings per year.			Y N
8B	Rotate on-call responsibilities with other staff.			Y N
9B	Performing other tasks as directed by Supervisor/Executive Director.			
	Position Specific Essential Functions	Meets	Exceeds	Action Plan Required
1C	Coordinating all aspects of service delivery to survivors of sexual assault and their families.			Y N
2C	Identify potential referral source, and marketing SA program, as well as to community as a whole. Distributing Sexual Assault Program brochures to promote the availability of program services.			Y N
3C	Providing crisis intervention and support to survivors of domestic violence and sexual assault referred by the Director of Volunteer/ERS/Advocacy Services, other agencies, or who request services on their own.			Y N
4C	Facilitating support groups in convenient locations for sexual assault survivors which focus on the dynamics of sexual assault.			Y N
5C	Providing personal advocacy to sexual assault survivors, which includes assisting victims in securing rights remedies and services from other agencies, locating emergency financial assistance, intervening with police, employers and/or landlords, to ensure sensitive and effective responses, policies and procedures relative to sexual violence.			Y N
6C	Making referral and advocating on the client's behalf, for emergency and routine health care .			Y N
7C	Providing advocacy with criminal justice system, include support, accompaniment, back-up assistance with obtaining Personal Protection Orders and assistance in filing Crime Victims Compensation applications, post sentencing services.			Y N

8C	Arranging for childcare during on-site individual and group counseling sessions, and providing information/referral to day care providers.			Y N
9C	Providing transportation to appointments, courts, etc.			Y N
10C	Coordinating and/or providing training for DASAS and DVC staff/volunteers.			Y N
11C	Providing presentations on the SA program and on sexual assault issues to law enforcement agencies, human services and health care providers, school officials, service clubs, faith-based organizations, parent groups, and other organizations.			Y N

	Professional Competence and Job Knowledge	Meets	Exceeds	Action Plan Required
1D	Demonstrates good judgment and decision making skills.			Y N
2D	Participates in training opportunities in addition to required agency training.			Y N
3D	Reliability, dependability and attendance.			Y N

Salary Range: \$11.00-\$14.00 per hour . Part time 24 hours.

The statements listed above are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

Supervisor Comments:

Employee Comments:

Do you agree with and understand the contents of the review? Yes No

Please explain.

Is the review helpful for your career growth? Yes No. If no, please explain:

Were the action steps (if any) developed with you and your supervisor? Yes No

Do you understand the objectives, standards and relationships of the action plans (if any)? Yes No

I have reviewed this document and discussed the contents with my supervisor. My signature indicates I have been advised of my performance status.

Employee Name:	Employee #:
Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Director Signature: _____	Date: _____
Action Plan Attached	Y N
Individual Professional Development Plan Attached	Y N

Additional Job Description Requirements

Qualifications:

Education: Bachelor's degree in human services or equivalent.

Experience: Two years' experience in human service area, crisis counseling preferred

Other Knowledge, Skills and Abilities:

- Ability to self-direct and handle multiple tasks with strong organizational, and communication skills.
- Knowledge of the Agency's software programs (Microsoft Word, Excel, PowerPoint) is required.
- Willingness to continue professional growth through continued education.
- Effective oral and written communication skills English and Spanish.

**The qualifications listed above are guidelines for selection purposes;
alternative qualifications may be substituted to perform the duties of the job.**
